



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

Open: June 24, 2013  
Close: When Filled

**JOB POSTING**  
**Administrative Coordinator – Human Resources**  
**Full Time**  
**Monthly Salary: \$3,098**

**JOB SUMMARY:**

Coordinates the administrative functions in the Human Resources division to include various departments with staffing, maintaining citywide affirmative action plan record keeping, preparing and distributing various management reports and serving as a backup to the Human Resources Coordinator in the areas of benefits and payroll.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree in a related area and/or two to four years of related Human Resources administrative experience is required.
- Must possess knowledge of the principals of employment practices and basic human resources practices and principals.
- Advanced oral and written communication skills.
- Advanced knowledge in the use of Excel and Microsoft Word software.
- A valid Texas Driver's License.
- Knowledge of AS400 HRIS system a plus.

**SKILLS AND EXPERIENCE:**

- Advanced skills in working with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.
- Working knowledge of use and skill in operation of office equipment such as calculators, copiers, computer printers and fax machines
- Ability to read, analyze and interpret financial reports.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and maintain effective working relationships with other employees, vendors, outside agencies and the public.
- Knowledge of Powerpoint software and Access is beneficial.

**TO APPLY:**

Applications available online on City of Bedford web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*